

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link.*****

Training and Experience Evaluation

Building Maintenance Worker

Service wide

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Knowledge Statements

Instructions:

Rate your experience in relation to specific Knowledge, Skill and Ability statements.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question. In responding to each statement, you pick the statement from the drop-down menu that applies to your level of competency

Section 1 (Knowledge Questions) Items 1 – 7

Prompt: Rate your knowledge in relation to the following statement:

1. Knowledge of the use of common hand/power tools (e.g., hammer, screwdrivers, pressure washer, drills, sewer auger) used in building maintenance and repair work.
2. Knowledge of properly maintaining (e.g., cleaning, oiling, sharpening, retooling, returning to storage location) various tools used in building maintenance and repair work.
3. Knowledge of common methods and practices used in maintenance and repair work of building facilities to perform preventative maintenance and repairs.
4. Knowledge of common materials associated with general building, maintenance, repair, and practices.
5. Knowledge of safety principles and practices governing maintenance work activities and equipment to ensure the safety of self and others.
6. Knowledge of Personal Protective Equipment (PPE) to safely complete work assignments.
7. Knowledge of basic arithmetic (e.g., addition, subtraction, multiplication, and division) to compute simple calculations related to estimating materials and quantities.

Section 2: Skill and Ability Statements

Instructions:

Rate your experience in relation to specific Knowledge, Skill and Ability statements.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question. In responding to each statement, you pick the statement from the drop-down menu that applies to your level of competency

Section 2 (Skill and Ability Questions) Items 8 – 13

Prompt: Rate your skill or ability in relation to the following statement:

8. Skill in assisting others in a variety of semi-skilled maintenance and repair tasks (e.g., painting, plumbing, electrical, carpentry, mechanical) to maintain acceptable condition of the facilities.
9. Ability to identify supplies, materials, and resources needed to complete projects or tasks.
10. Ability to carry out a variety of semi-skilled maintenance and repair tasks to maintain working condition of facilities.
11. Ability to read and understand product directions/warnings and operation manuals to ensure safe work practices.
12. Ability to maintain a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.
13. Ability to analyze situations to determine appropriate solutions and take effective action in a timely manner.